IPSO ANNUAL STATEMENT FROM *CILEx JOURNAL*:

Period covered from 1 January 2018 to 31 December 2018

Overview

The Chartered Institute of Legal Executives (CILEx) is the professional association which represents more than 20,000 trainee and practising Chartered Legal Executives.

Founded in 1892, the then Institute of Legal Executives became a company limited by guarantee, in 1963, with the support and co-operation of the Law Society. On 30 January 2012, CILEx became incorporated by Royal Charter and is now known as the 'Chartered Institute of Legal Executives'.

CILEx Journal, formerly known as the *Legal Executive Journal*, was launched in 1963 as a monthly membership, subscription-only publication.

Title

CILEx publishes one regulated publication, *CILEx Journal*. There is an average circulation of 20,000 unique monthly recipients. In 2018, *CILEx Journal* was published four times, ie, in January, April, July and October. The *Journal* is available in print and online at: www.cilexjournal.org.uk, and works across all platforms and devices.

Responsible person

The Regulated Entity's responsible person is Valerie Williams, the editor. E-mail: valerie.williams@cilex.org.uk; telephone: 07917 432648.

Editorial standards

Predominantly, *CILEx Journal* publishes interviews and features of a legal education nature which are received from a variety of sources, including freelance journalists. To ensure that we operate with truth and integrity, manuscripts are subject to a stringent fact-checking and copy-editing process.

The Regulated Entity adheres to the PPA Managing Complaints Handbook and does not produce a separate handbook. *CILEx Journal* has not yet sought pre-publication guidance from IPSO; however, the Regulated Entity would do so if advice were needed on interpreting the Editors' Code of Practice or the public interest exception.

Editors' Code of Practice

The latest version of the Editors' Code of Practice and supporting Codebook was circulated to all freelance journalists commissioned by *CILEx Journal* since January 2018 (see attachments for examples). These documents will be sent to every new journalist contracted during 2019.

Training process

The *CILEx Journal* editor received no additional training during 2018. However, training sessions to ensure that staff remain up to date take place as necessary.

Complaints handling

CILEx recognises that it has an obligation to handle all complaints and welcomes complaints by e-mail or a letter to the editor, who will seek to resolve the matter with the complainant. Complaints which fall outside the procedure will be logged and referred to the relevant department/person.

We would strive to acknowledge a complaint within seven days of receiving it, and would expect to reach a settlement within 28 days. If settlement could not be reached, we would refer the matter to IPSO for advice. All complaints would be logged and assessed by the responsible person.

We can confirm that no complaints have been received during this reporting period.

Adverse adjudications

There have been no adverse adjudications against *CILEx Journal*.

From: Valerie Williams

Sent: 19 February 2018 13:19

To: [redacted]

Subject:FW: Commission for legal aid article for CILEx Journal: gentle reminder and IPSO 2018 Editors' Code

Attachments: Code-1-page-A4-2018.pdf

Dear [redacted]

A belated Happy New Year to you!

I am also getting in touch to send you the latest version of the Editors' Code of Practice, as required by the Independent Press Standards Organisation.

Please let me know if there is problem with any of this.

Best wishes and thanks in advance

Val

Val Williams

Editor, CILEx Journal

Communications Team

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www.cilex.org.uk

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Like us on Facebook

Join us at: [redacted]

From: Valerie Williams

Sent: 27 February 2018 16:40

To: [redacted]

Subject:RE: CILEx Journal - Confirmation of future pieces

Attachments: Code-1-page-A4-2018.pdf

Dear [redacted]

A belated Happy New Year to you and yours!

I also have to thank you - belatedly again - for sending me The In house lawyer. It is an excellent journal and a useful example.

I am also getting in touch to send you the latest version of the Editors' Code of Practice, as required by the Independent Press Standards Organisation.

Please let me know if there is a problem with any of this.

Best wishes and thanks in advance

Val

Val Williams

Editor, CILEx Journal

Communications Team

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